



MINUTES

Workforce Connection of Central New Mexico

Executive Committee

Thursday, May 23, 2007

7:30 am

MRCOG, 809 Copper NW - Board Room

Call to Order – 8:00 am – John Sapien

Roll Call - by Patrick Newman

Present

Mayor Patricia Chavez

Bob Davey

Rita Logan

J.C. Lopez

Mary Lee Martin

Virginia Murphy

John Sapien

Jim Summers

Quorum Established

Excused

Judy LeJeune

Approval of Wednesday, May 23, 2007 Agenda

Motion: Bob Davey

Second: Mayor Patricia Chavez

No Discussion

Action: Passed unanimously by voice vote

Tab 1: Approval of Minutes, Executive Committee with Time Correction: April 5, 2007

Motion: Bob Davey

Second: Mayor Patricia Chavez

No Discussion

Action: Passed unanimously by voice vote

Tab 2: Monthly Expenditure Report for January 2007 - by Jan Borchardt

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure report for April 2007.
- There is approximately a forty-nine percent expenditure rate and after encumbrances are accounted for, will bring the expenditure rate to sixty-eight percent.
- Estimated WIA carry-in funds for program year 07 is approximately 1.3 million dollars.

Questions and Comments Followed

FINAL ACTION ITEMS

There were two action items to discuss and vote on – One was passed by voice vote, one was tabled.

Passed by voice vote

- Approval of WCCNM Budget Adjustment Request (BAR)

Tabled

- Approval of the “Draft” Modification to the Local Five-Year Plan for PY07-08

Tab 3: Approval of the “Draft” Modification to the Local Five-Year Plan for PY07-08 - Background and Introduction by Patrick Newman

- Patrick Newman stated that a letter was received from the New Mexico Department of Labor (NMDOL) on April 24, 2007 requesting a modification to the existing WCCNM Five-Year Strategic Plan.
- Although NMDOL has provided some guidance, further clarification is necessary to complete the modification.
- A letter from Lawrence Rael addressed to NMDOL was sent out addressing the time limit in which to submit the modification and our repeated requests for further clarification.
 - *Lawrence Rael suggested that we table this item, continue to work with the Office of Workforce Training and Development (OWTD) and NMDOL and bring the completed modification to the next Executive meeting.*
- Mr. Sapien provided his support to Mr. Newman on moving forward with completion of the modification and table this item for the June Executive meeting as well.

Questions and Comments Followed

Motion to continue completion of the modification and Table for the June 2007 Executive Committee Meeting: Bob Davey

Second to Table: Rita Logan

No Discussion

Motion to Table Passed unanimously by Voice Vote

Tab 4: Approval of WCCNM Budget Adjustment Request (BAR) - Background and Introduction by Jan Borchardt

- Jan Borchardt explained the PY06 budget revision which includes funding of four hundred fifty thousand dollars (\$450,000) received for the creation of the Central Region Model One-Stop.
- Mr. Rael noted that this money must be spent by June 30, 2007 and will not be carried over.

No Discussion

Motion to approve: J.C. Lopez

Second: Bob Davey

No Discussion

Action: Passed unanimously by voice vote

INFORMATION AND DISCUSSION ITEMS

Tab 5. Monitoring Update – by Ramona Chavez

- Ms. Chavez reported that the monitoring has been completed by the Administrative Entity for the Central Region.
- One hundred percent of active files were reviewed for the adult and dislocated worker and youth contracted services. Random samplings of exited files were also reviewed.
- The files were very consistent with no eligibility issues.
- There are some areas in need of improvement such as logging in of 90-day activities, active contact with clients and OJT invoicing.
- Concerns identified will be addressed in a letter to service providers.
- Staff were very cooperative with regards to providing information requested.
- Lawrence Rael reported that NMDOL has begun working with Irene Garcia to get NMDOL financial issues addressed that the SHARE system has produced.
 - *Mr. Rael stated that a letter be sent to NMDOL addressing these issues.*
 - *John Sapien expressed his concern with staff vacancies not being filled and urged WIA staff to pull those monies back in and reduce contracts.*

Discussion Followed

Tab 6. One-Stop Status – by Lawrence Rael

- Mr. Rael informed members that we have had an opportunity to look at our Model One-Stop and reassess our previous direction.
- The office location on Central and San Mateo lease was signed, but was ultimately sold back to the realtor for three hundred thousand dollars (\$300,000).
- The new office location will now be on Fourth Street and Menaul with the lease to include the owners paying for all maintenance and security.

Questions and Comments Followed

Tab 7. Service Provider Performance – by Ramona Chavez

- Ms. Chavez stated that the final third quarter service provider performance numbers for the Central Region have been received.
- The younger youth retention measure is being exceeded and we are meeting the entered employment rate, retention rate and earnings change for older youth.
- Work continues to improve youth deficiencies with diploma and skill attainment goals.
- The adult and dislocated worker program is meeting all entered employment, credential rate, retention and average earnings.

No Discussion

Tab 8. RFP Update – by Patrick Newman

- A total of four WCCNM RFP responses (two adult and dislocated worker, two youth) were received on May 16, 2007.
- The established Ad Hoc Review Committees will meet this week to review and rate the responses and will bring their recommendations to the Executive Committees.

No Discussion

REPORTS

Administrative Reports - by Patrick Newman

- WIA allocations were provided, explaining funding from last year and this year.
- There was a national decrease in funding with the biggest decrease in the adult and dislocated worker program.
- Mr. Newman reported that sixty percent of funding is for services and forty percent for operations and would take any comments or changes from the Committee.
 - *Mr. Rael stated that we need to reassess our policy decisions and discuss the reductions in the budget and to restructure how we are going to operate.*
 - *Mr. Sapien suggested a date in June 2007 to meet and examine the financial status of the program.*
- Ramona Chavez reported on the Dave Tixier, WCCNM Board Member, Conflict of Interest form.

Committee Reports-

- **Youth Council** - by Mary Lee Martin
 - The next Youth Council meeting is scheduled for May 31, 2007.
 - Members of the Youth Council will be meeting to discuss the youth program services provider RFP.**No Discussion**
 - **Performance and Monitoring** – Virginia Murphy
 - The Performance and Monitoring Committee met on May 9, 2007.
 - Changes in the format of itinerant reporting were discussed.**No Discussion**
 - **Training and Services Provider** – Rita Logan
 - The Training and Service Provider Committee has not met.
 - The next Committee meeting is scheduled for July 19, 2007.**No Discussion**
 - **BEDOSS Committee** - by John Sapien
 - None**No Discussion**
- *Mr. Sapien addressed Mr. Jeff Armijo's decision to resign as the Chair-Elect.*
 - *Bob Desiderio, WCCNM Attorney, will review the election process for filling both the Chair and Chair-Elect vacancies.*

PUBLIC COMMENT

Public Comments - None

ADJOURNMENT

Adjournment – 9:16 am

Next Meeting-

Date: Thursday, June 7, 2007

Time: 7:30 am

Location: Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*